

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Thursday, June 13, 2013

Attendants:

BOARD-

Michelle McNeil (MM)
Jim Sell (JS)
Johanna Anton (JA)
Absent: Hal Carroll (HC)
Pam Merkadeau (PM)

STAFF-

Brigitte Shearer (BS)
Mike Koenig (MK)
Jeff Schwartz (JS)
Rebecca Hitchcock (RH)

CALL TO ORDER

The meeting was called to order at 7:02 by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

Board Member JA moved (JS second) that the minutes of the May 14, 2013 Regular Board be approved. The motion passed unanimously. (PM, HC absent)

INTRODUCTION OF GUESTS

Sheriff Deputy (arrived late)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Deputies are more visible on Highlands streets and will continue to be so during the first weeks of summer, as there will be different traffic patterns in the neighborhood.

MANAGER'S REPORT

A. Programming

- a. Pool – Guard office discussions will occur below. Summer staff has been trained and attended a ropes course as a team bonding event. Lifeguard training classes have been well-attended. The ADA lift has been installed. It has been determined that the diving board can remain in place without modifications at this time because it was installed in accordance with applicable building codes in place at the time of construction.
- b. EEC – A new Head Teacher has been hired for the Chameleons classroom. EEC will conclude the year having nearly attained budgeted revenue goals. Tiger class graduation will occur on June 27th.

c. ASP – ASP continues to be on track or better than budgeted with revenue and expenses. Summer camp begins Monday June 17th. The camps will offer new field trip destinations this year.

d. Seasonal Programs. – SP exceeded revenue goals this year on on- and off-site programs. Destination Science camps offered at Highlands Elem are filled with 80% resident registrations. Expenses are higher than expected due to higher Program Specialist costs.

B. Facilities & Grounds – Nothing new here. Staff is continuing to prepare for July 4th.

C. Administration - The payroll processing transition was smooth and complete. HRD management and bookkeeping staff are pleased with the service and efficiency experienced so far with the new vendor. The Use Permit response has been prepared and will be submitted to County Planning this week. Gathering data for the use permit response revealed several shortcomings in the report generation features of our current enrollment software program. The HRD board strategy meeting is now scheduled for June 22 from 9-11:30. All staff training was held June 2. It was a successful event, thanks to a new format which encouraged greater cross-departmental interaction. The guest speaker offered excellent customer service themes for staff to adopt. The 'I Walk to the Rec' program will begin June 17. Website development is continuing. The new home page payout was presented.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The HRD's fiscal year ends June 30. The Board reviewed the financial report showing revenues and expenses vs. budget for the past 11 months (92%) of the current fiscal year.

UNFINISHED BUSINESS

A. Pool guard office – BS shared findings from discussions with K&D. The Board would like to further explore options to build a ramp which will provide better access to the Pool and the Social room. The idea of a lift is less desired.

NEW BUSINESS

A. Review of proposed budget - Board Member JS moved (JA second) that the budget be adopted. The motion passed unanimously. (PM, HC absent)

B. Upcoming meetings: A Strategy meeting will be held on June 22 from 9-11:30am;
Subsequent Board Meetings: July 9, August 13. September 10

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member JA made a motion to approve expenditures (JS second) and the motion passed unanimously. (PM, HC absent)

ADJOURNMENT

Board Member JA made a motion to adjourn the meeting (JS second) and the motion was passed unanimously. (PM, HC absent) The meeting was adjourned at 8:06 pm

Respectfully submitted,

Brigitte Shearer